



<Participant name>  
<Address>  
<City, state zip>

February 15, 2016

#### Transition of Your COBRA Services from Ceridian to CONEXIS

Dear Participant:

You may previously have been informed that Ceridian will no longer administer your COBRA or other continuation coverage account after 2/29/2016. Effective 3/1/2016 and thereafter, CONEXIS, a division of WageWorks, Inc., will be handling the record keeping, billing and collection of your continuation coverage premiums. *Your payments for continuation coverage prior to 3/1/2016 must be submitted to Ceridian using one of Ceridian's standard payment options.*

Below is important information regarding the transition of your account to CONEXIS:

- Last Ceridian invoice may be prorated
  - If your premium was due for any period other than the calendar month, your last invoice will be prorated to bring the next coverage period due date to 3/1/2016.
- Last payment due to Ceridian
  - If you are remitting premiums for coverage periods billed by Ceridian, please submit that payment to Ceridian before the grace period expiration date indicated on your invoice.
- First CONEXIS invoice
  - CONEXIS will be mailing your March invoice on or about 2/17/2016.
  - The invoice from CONEXIS will indicate your payment options and address to which you should send payments going forward.
  - CONEXIS will also supply you with information about (1) the CONEXIS website, where you can view your information online, and (2) additional functionality available from CONEXIS that will assist you in managing your account.
  - If you had a credit on your Ceridian account the CONEXIS invoice will show the balance due, taking into account any credit from Ceridian (unless the credit amount was less than one dollar, in which case Ceridian will send you a check).
- Access to Ceridian website
  - Access to your online account with Ceridian will be terminated on or about 3/10/2016.
  - Please make sure you log in to the Ceridian website before this date to retrieve any information you may need in the future.

If you have any questions prior to 3/1/2016, please contact Ceridian for account information.

Beginning on 3/1/2016, you may contact CONEXIS for assistance with your account. Simply log in your online account at **mybenefits.wageworks.com** and click the Message Center tab. You can send a message through your online account or call CONEXIS at the number listed under Contact Information. If you call, customer service representatives are available from 7 a.m. to 7 p.m. CT, Monday through Friday (excluding company holidays).

Sincerely,

Ceridian Coverage Continuation Services